



KARORI NORMAL SCHOOL

*We encourage our children to be the best they can be
"Tino pai ake"*

Tuesday 10 November 2020

Dear Applicant

Thank you for your interest in the recently advertised permanent teaching positions at Karori Normal School (KNS). Emphasis for appointment, will be placed on the following attributes:

- Enthusiasm and energy; we want teachers at our school who enjoy working with children and building strong, positive relationships with them.
- The ability and desire to work in a collaborative and cooperative teaching environment. Our team culture is very strong. We wish to appoint teachers who work well in this type of environment and are prepared share their practice and support colleagues, including those in leadership roles. The ability to work positively with a range of colleagues is crucial to working at our school. It is likely that collaborative practice will be a staff development focus in 2021.
- Up-to-date knowledge of current curriculum documents and inclusive practice. Universal Design for Learning has been a staff development focus at our school since 2016. Catering for and celebrating the diverse needs (including cultural needs) of all students is important at KNS.
- Openness to improving your own teacher practice. You must be open to feedback and willing to reflect upon and inquire into your own teaching practice.
- The ability to act as an effective role-model and mentor for student teachers. This role is a cornerstone of the school's 'Normal' status and is a crucial factor in appointment. Fully-registered teachers at KNS must be willing to act as associate teachers to student teachers.
- Willingness to develop a strong learning partnership between the school and home. Ensuring effective, learning-focussed communication between teachers, parents/caregivers and children, is at the centre of our school's culture.
- Knowledge of, and experience in, the use of eLearning to enhance children's learning.
- Experience in planning and teaching an inquiry based programme.

Further information regarding the school can be found here:

- The Karori Normal School website, www.kns.school.nz
- 2018 – 2020 Karori Normal School Charter, available on the school website.
- Our latest ERO Review Report which was confirmed in February 2020, [Karori Normal School ERO Review](#)
- The Karori Normal School Curriculum, available on the school website.
- Te Kāhui Ako o Te Whanganui-a-Tara, [Kāhui Ako Website](#)

If you are interested in applying, please send:

- A Curriculum Vitae
- A covering letter that addresses the skills, qualities and attributes you have, that make you a strong candidate for these positions,
- A completed application form,
- A copy of your Teaching Council of Aotearoa New Zealand Practising Certificate

The timeframe for the appointment is as follows:

- | | |
|---|-----------------------------|
| • Applications close | Monday 23 November @ 3.00pm |
| • Shortlisting completed & interviews held by | Friday 27 November |
| • Candidates notified of outcome by | Wednesday 02 December |
| • Successful applicants begin @ KNS | Thursday 28 January 2021 |

Applications should be forwarded to Conrad Kelly, Principal, Karori Normal School, Donald Street, Karori, Wellington 6012 or ckelly@kns.school.nz . Should you have any questions please do not hesitate to contact me.

I urge you to apply. The supportive board, professional staff and motivated pupils make Karori Normal School an enjoyable, exciting and rewarding place to teach. Applications close on Monday 23 November 2020 at 3.00pm.

Yours sincerely

Conrad Kelly
Principal



KARORI NORMAL SCHOOL

APPLICATION FOR APPOINTMENT

To:

Conrad Kelly, Principal, Karori Normal School, Donald Street, Wellington 6012 or ckelly@kns.school.nz

Position/s applied for: Teaching Positions – commencing Term 1 2021 - Permanent

PERSONAL DETAILS:

Name (in full): _____

Have you ever been known by any other name? If yes provide below.

Address: _____

Home Phone: (0) _____

Work Phone: (0) _____

Mobile Phone: (0) _____

Email: _____

Citizenship: _____

Teacher Registration No: _____

Category of Certification (Please tick one):

Full Practising Certificate

Provisional Practising Certificate

Subject to Confirmation Practising Certificate

Practising Certificate Applied For

PRESENT EMPLOYER

Name of present employer:

Work Phone: (0) _____

Address: _____

Other Phone: (0) _____

Mobile Phone: () _____

Position held: _____

Date commenced: _____

REFEREES

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

1.

Name: _____ Home Phone: (0) _____

Address: _____ Work Phone: (0) _____

_____ Mobile Phone: (0) _____

_____ Email: _____

Relationship or Position: _____

2.

Name: _____ Home Phone: (0) _____

Address: _____ Work Phone: (0) _____

_____ Mobile Phone: (0) _____

_____ Email: _____

Relationship or Position: _____

3.

Name: _____ Home Phone: (0) _____

Address: _____ Work Phone: (0) _____

_____ Mobile Phone: (0) _____

_____ Email: _____

Relationship or Position: _____

EDUCATIONAL QUALIFICATIONS

Institution Attended	Year	Qualifications Attained	Date Awarded
Secondary School			
Private Training Establishment (PTE)			
Polytechnic			
University			
Other			

Employment History
Please list your work experience in your last five positions beginning with your most recent position held. If you were self-employed, please give details. If you have had more than five positions in the last five years, please list them all. Attach additional sheets if necessary.

Period worked Please specify the length of service	School/Employer Name	Employer's Name	Reason for Leaving

OTHER INFORMATION

Proof of identity and right to work check.

Shortlisted applicants being interviewed will need to provide originals of two types of identification (one photo ID e.g. passport, NZ Driver's licence and the other a record ID e.g. birth certificate, bank statement, a bill)

Immigrant Information:

Are you a New Zealand citizen? – please circle Yes No
 If not, do you have resident status or Yes No
 A current work permit? Yes No

Have you had any injury or medical condition which the task of this job may aggravate or contribute to, or know of any reason why you may have difficulty carrying out your teaching role?

Please circle which applies: Yes No

If you have circled yes, please give details below:

Do you have any matters relating to yourself currently or previously before the Teaching Council Aotearoa New Zealand Yes No

Do you have a current New Zealand Driver's Licence? Yes No

Do you give permission for your police record to be checked? Yes No

Have you changed your name by Deed Poll/Statutory Declaration? Yes No

Other names known by: _____

PRIVACY ACT 1993 (to be signed by the Applicant)

This application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore consent is given for members of the Karori Normal School Appointments Committee to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of teacher at this school.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

DECLARATION:

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences), received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?

Yes No (Please circle as appropriate)

If YES, please provide date and details of offence(s) in a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I am registered (or provisionally registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

I certify that:

- The information I have supplied in this application is true and correct
- I confirm that in terms of the Privacy Act 1993 that I have authorised access to referees
- I know of no reason why I would not be suitable to work with children
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed

SIGNATURE: _____ **DATE:** _____

Forwarding Applications:

1. **When completed** please forward:

- Curriculum Vitae
- Application Letter
- Copy of Practising Certificate
- Completed Application Form

To: Conrad Kelly
Principal
Karori Normal School
Donald Street
Karori
Wellington 6012

Or

ckelly@kns.school.nz

Upon receipt, all applications will be acknowledged by email if provided.

2. **For Return of Curriculum Vitae:**

- ❖ Your Curriculum Vitae will be returned if a suitably stamped self-addressed envelope for this purpose is enclosed with the application. Otherwise, collect from the School Office.
- ❖ If your Curriculum Vitae is not collected, within two weeks of the date of notification of the appointment, it will be destroyed.